

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Mental Retardation and Developmental Disabilities Administration



Administration or Office: Mental Retardation and Developmental Disabilities Administration	Policy Number: MRDDA 14.8
Responsible Program or Office: Deputy Administrator for Administration	Number of Pages: Three (3)
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Effective Date:	Expiration Date, if Any:
Supersedes Policy Dated:	
Cross References and Related Policies:	
Subject: Service Authorization System Policy	

1. PURPOSE

This purpose of this policy is to establish standards and procedures that govern the way in which MRDDA will utilize the Service Authorization System (SAS) to identify the appropriate funding stream for payment of support and/or services identified in the Individual Service Plan (ISP) and established in the Plan of Care (POC) for individuals served through MRDDA's service delivery system.

2. APPLICABILITY

This policy applies to all MRDDA employees, contractors, volunteers and providers/vendors who provide services and supports to persons with mental retardation and developmental disabilities through funding, contract or provider/vendor agreement.

3. AUTHORITY

The authority and functions of DHS as set forth in sections III (U) and III (V) of Reorganization Plan No. 3 of 1986, effective January 3, 1987; D.C. Law 2-137 "Mentally Retarded Citizens Constitutional Rights and Dignity Act."

4. DEFINITIONS

Individual Support Plan (ISP): A written statement developed by a planning team chosen, whenever possible, by the individual with developmental disabilities or his/her guardian.

Service Authorization System (SAS) - A part of each person's MCIS record that is used to request any and all services from MRDDA; the results of its use is the proper benefit application work and the assigning of a funding stream for the service requested.

Service Authorization Unit (SAU) - A part of MRDDA's administrative support system that evaluates requests for services using all available data and decides to return a request or to certify the request and forward to the proper Support Office.

MCIS -Mental Retardation and Developmental Disabilities Administration's Consumer Information System. It is a web-based system containing information focused upon each consumer.

Plan of Care – a written statement that outlines the individuals service needs required for Homes and Community Based Service Programs or Nursing Home Placements.

5. POLICY

It is the policy of MRDDA to ensure that all individuals receiving services as part of the MRDDA service delivery system are processed through the MCIS Service Authorization System (SAS), where they are assigned the appropriate funding stream before any service is delivered, and all required approvals have been established.

6. RESPONSIBILITY

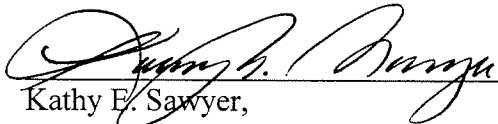
The responsibility of this policy is vested in the Administrator of MRDDA. The implementation of this policy is the responsibility of the Deputy Administrator for Administration.

7. STANDARDS

In order to ensure compliance with this policy, MRDDA has adopted the following standards:

- A. The Service Authorization Unit serves as the link between the service planning process for the individual and the claims-budget-finance responsibilities for the administration.
- B. The SAU shall serve as the decision-maker regarding the funding source for requested services from the Plan of Care.
- C. The SAU shall support the contract and budget staff in monitoring the efficient use of appropriated dollars through the maximizing of our consumers use of services funded by federal sources.
- D. The SAU shall support the Administration's Revenue maximization effort for Federal Medicaid claiming.
- E. The SAU shall produce management reports that will be used to analyze source data by service type and cost, provider cost, facility type and funding type for use in determining budget requests for services and supports required.

- F. The SAU shall develop electronic procedures for receiving individual's service requests identified in the ISPs and Plan of Care to determine the appropriate funding stream that are received from case management.
- G. The SAU shall transmit electronic notification to case management coordinators when it has been determined that services and/or support cannot be funded due to budgetary restraints.
- H. The SAU shall transmit electronic certification and authorization notices to the appropriate units for appropriate action to start the support and/or services.


Kathy E. Sawyer,
Interim Administrator

11/30/06
Date